

Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	Organization Director's Office	
Position Number 441-100-4800-003	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I (Specialist)	Working Title Health Equity Coordinator	

General Description

Under direction of the Deputy Director/Chief Equity Officer, the Staff Services Manager I Specialist (SSMI) serves the role of Health Equity Coordinator for HCAI and supports the Department as a health equity specialist and coordinator of equity-related priorities, initiatives, and projects across HCAI as a workplace and in program work. The incumbent supports HCAI in advancing the California Health and Human Services (CalHHS) Agency and HCAI's own mission, strategic priorities and guiding principles by working to achieve a California where race, ethnicity, gender identity, sexual orientation and other forms of social categorization no longer predict a person's or community's health and life outcomes; supports the Chief Equity Officer in coordinating and facilitating the work of HCAI's Racial Equity Team and developing, implementing and coordinating Justice, Equity, Diversity and Inclusion (JEDI) Action Plans for the Department; in collaboration with HCAI program partners, organizes and coordinates initiatives and activities designed to reduce and eliminate inequities in the physical and mental health status among California's diverse populations and health workforce served by HCAI programs; works to advance equity both as it affects Californians served by HCAI programs and affects HCAI staff; represents HCAI on matters relating to health equity; and engages with CalHHS, CalHHS departments, other state departments, constituent groups and other stakeholders on health equity topics.

Supervision Received	Under supervision, incumbent reports directly to the Deputy Director/Chief Equity Officer
Supervision Exercised	None
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone and video data devices; frequent contact with employees and the public; and mobility to various HCAI work areas, Sacramento locations and the Los Angeles office. May require other travel as needed. Must be available for contact outside normal business hours including weekends and holidays.

Job Duties

E = Essential, M = Marginal

40% E Under direction of the Chief Equity Officer, plan, organize, implement and coordinate the HCAI JEDI Action Plans; serve as a health equity advisor and consultant to HCAI offices and programs, and members of the HCAI Executive Management Team. Recommend, advocate, develop and implement projects, policies, and operational procedures with health equity impact among HCAI programs and internal to the

Department: organize and coordinate equity initiatives and activities designed to normalize discussions regarding race and health equity, reduce and eliminate inequities in the physical and mental health status among California's diverse populations and health workforce served by HCAI programs; provide strategic planning and policy support on emerging equity issues and related trends to advance and promote health equity; provide briefings and presentations to the Executive Management Team on health equity topics; represent HCAI in contacts with CalHHS, CalHHS departments, other state departments, constituent groups and others.

- 30% E Serve as the HCAI Health Equity Coordinator and principal staff to the Chief Equity Officer furthering the Agency's equity agenda within the Department; coordinate and serve as a key contributor and member of HCAI's Racial Equity Team which promotes HCAI as an inclusive work environment and furthers equity in HCAI's programs. Coordinate strategies and initiatives in coordination with the Human Resources Chief and Equal Employment Opportunity Officer to ensure actions by the Department promoting an equitable and inclusive workplace; support and coordinate integration of equity into HCAI planning processes, strategic goals and key performance indicators. Monitors activities related to the implementation of the standardized methodology for reporting compliance with health equity and quality benchmarks.
- 20% E Work closely with HCAI health workforce development and healthcare data program partners to integrate and advance health equity across the program portfolio, support and promote related program goals to increase health workforce diversity, cultural and linguistic concordance of health care, access to health services for underrepresented populations, workforce development areas serving medically underserved populations including but not limited to Medi-Cal beneficiaries; hospital supplier diversity, and more broadly equity-related health outcomes measured by HCAI.
- 5% E Serve as a member of the HCAI Strategic Governance Team; formulate strategies and initiatives to ensure actions advancing strategic goals and key performance indicators. collect feedback to monitor success and identify needs for additional actions to ensure effective implementation of the HCAI strategic plan and related governance functions. Prepares reports and data for use by management in developing a long-term Equity Action Plan.
- 5% M Performs other duties as assigned.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying, and correcting errors, and initiate work activities.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.

- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date